

Memorandum of Understanding

PURPOSE

The purpose of this Cooperative Agreement is to set forth the commitments of CSD and the Maine Division of Vocational Rehabilitation (DVR) to meet the needs of students and young adults with disabilities and in particular to better coordinate the process of student transition to employment.

AUTHORITY

The legal basis for this Cooperative Agreement is found in the following federal and state statutes:

Vocational Rehabilitation

Rehabilitation Act of 1973, as amended (Public Law 93-112)

Rehabilitation Act Amendments of 1998 (Public Law 105-220)

Title 26, MRSA

Section 504

Section 504 of the Rehabilitation Act of 1973


Job Corps

Title I-C of the Workforce Investment Act of 1998

PROGRAM DESCRIPTIONS

Division of Vocational Rehabilitation

Maine's Division of Vocational Rehabilitation (DVR) assists eligible individuals with disabilities who wish to achieve or retain employment in the community. Any individual who is committed to work and has a disability that creates a barrier to employment is encouraged to apply for assistance. Services begin with an application, eligibility determination, and a comprehensive assessment of rehabilitation needs. Counseling and guidance, the development of an individualized employment plan, and provision of services required for a specific employment goal then help people move to successful job placement. High school students are encouraged to apply or be referred for services within two years of graduation or exit from the school.



Job Corps

The Office of Job Corps is located within the US Department of Labor's Employment and Training Administration. Job Corps is a free education and training program that helps young people learn a career, earn a high school

diploma or GED, and find and keep a good job. For eligible young people at least 16 years of age that qualify as low income, Job Corps provides the all-around skills needed to succeed in a career and in life.

RESPONSIBILITIES OF EACH PARTY

It is the understanding of Loring and Penobscot Job Corps Centers operated by Career Systems Development Corporation under contract with the US Department of Labor; and State of Maine Division of Vocational Rehabilitation that the Loring and Penobscot Job Corps Centers both located in the State of Maine will provide an alternative educational option for young adults who desire an affiliation with the Division of Vocational Rehabilitation.

Loring and Penobscot Job Corps Centers offer the following benefits:

The Centers will deliver

- Year-round access in career technical training.
- Basic education, GED/HS Diploma, and academic upgrades.
- Residential facilities for individuals who may benefit from leaving their current living environment or a non-residential component for individuals, including daily transportation if eligible.
- A structured program that stresses attendance, accountability, work maturity progress and performance, and job placement assistance.
- Basic medical/dental services, clothing allowance, bi-weekly cash stipend, case bonuses, readjustment allowance.
- Monetary awards based on progress and performance in the program.

The Centers will refer

- Maine youth for DVR services when applicable.

The Centers will provide

- Job Corps promotional materials to all DVR offices
- Ongoing training for DVR staff on the Job Corps program and Admissions Services
- Intake services (interviews and application assistance) for potential students at DVR or Job Corps Center offices.

The Division of Vocational Rehabilitation offers Loring and Penobscot Job Corps Centers the following:

DVR will provide

- Information and assistance to clients interested in pursuing alternative educational opportunities at the Loring and Penobscot Job Corps Centers.
- Referrals to Job Corps staff as appropriate
- Regular meetings at the Loring and Penobscot Job Corps Centers between a VR Counselor and any students who are also VR clients.

DVR will distribute

- Literature related to opportunities within the Job Corps training program to DVR clients

DVR will share (given a signed release by the client)

- Results of the client's participation in the Transition Career Exploration Workshop – including the Employment Readiness Scale and World of Work Inventory assessments
- Job placement assistance for students exiting the Loring and Penobscot Job Corps Centers who are VR clients. Communications regarding employment will be maintained between the VR Counselor and the center-based Placement Specialist.

DVR will process

- Applications for DVR services on Maine youth who enter Loring and Penobscot Job Corps Centers and desire such services. This process will include an in-person intake meeting between a VR Counselor and the student.

DVR will assign

- A VR staff person to attend the Work Force Development Panel, on an as needed basis, to assist in the preparations of exiting students involved with DVR.

FUNDING

This agreement does not involve any financial compensation or exchange of funds between CSD and DVR. However, it is the expectation that in the development and implementation of services, CSD and DVR may provide in-kind resources and will promote cost efficiency and non-duplication through collaboration. Nothing in this agreement relieves either party of the responsibility to provide or pay for any service that the agency would otherwise provide to a student with disabilities who meets the eligibility criteria of that agency.

CONFIDENTIALITY, APPEALS, AND DUE PROCESS

Due process and confidentiality rules and procedures will be followed by each agency in accordance with its own respective federal and/or state laws and regulations. Recipients of services under this agreement will be provided information relative to the appeals procedures of each program in which they are involved.

IMPLEMENTATION

Ongoing Coordination

Effective implementation requires ongoing communication and sharing of information between the parties. It is especially critical that any changes in resources, regulations, policies, and procedures that affect students served jointly by CSD and DVR be immediately communicated and that coordinated efforts are made to mitigate any negative impact that may occur as a result of those changes. Program activities should not supplant existing outreach programs, and where operating in conjunction with existing programs, enhance and supplement them.

Record Retention

All client records must be retained for three years from fiscal closure. This requirement applies to fiscal records, reports and client information. Supporting documentation may be kept at the subcontractor level, but must be available for review for three years from the date of quarterly claim submittal. Administrative records must be retained for five years.

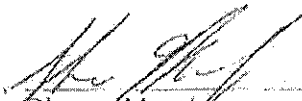
Interagency Disputes

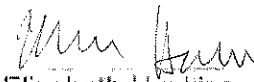
If disagreements arise regarding any aspect of the implementation of this Cooperative Agreement, they should first be attempted to be resolved between the specific parties involved. If this is unsuccessful, the dispute should be taken to the next successive leadership level until resolution is achieved.


AMENDMENTS & TERMINATION

Changes or addendums to this Agreement shall only be made upon written request from either party – following discussion and written agreement by both parties. The terms of this Agreement shall not be waived, modified, or amended except by mutual written agreement. This agreement will be reviewed by the parties on an annual basis. The Agreement may be terminated by either party upon thirty (30) days written notice.

SIGNATURES

 Date: 4/27/13
Shawn Murphy
Academy Director
Penobscot Job Corps Academy

 Date: 12/6/13
Elizabeth Hopkins
Director, Div. of Voc. Rehabilitation

 Date: 11/21/13
Kristie Moir
Center Director
Loring Job Corps Center